
**MANCHESTER HOUSING AUTHORITY
JOB DESCRIPTION**

The Manchester Housing Authority is a public housing agency funded by federal, state and local sources and by tenant rent payments. It is subject to stringent federal and state regulation. The Authority is an Equal Opportunity employer.

POSITION: FOREMAN
REGULAR HOURS: 7:00 AM – 4:00 PM with a 1 hour lunch (40 Hours/week)
FLSA: Non-Exempt

ESSENTIAL JOB FUNCTIONS:

The Authority operates and maintains public housing facilities for elderly, disabled and handicapped persons and scattered site housing for low income families, at various locations within the Town of Manchester. The Authority's Maintenance Department staff handles a wide range of interior and exterior maintenance tasks to repair and maintain the grounds and structures operated by the MHA, including the MHA headquarters and MHA Maintenance Department facilities.

The Foreman coordinates and plans the routine and non-routine maintenance requirements of assigned work. Perform ordinary and difficult repairs to interior and exterior structures, equipment and mechanical systems. Perform general cleaning of shop(s) and offices; and general cleaning of apartments being prepared for rental. Perform general maintenance and upkeep of grounds. Provide supervision and training to assigned maintenance staff. Work with staff to ensure vacant unit turn-around process meets goals set.

Perform ordinary and difficult repairs to interior of structures, equipment and mechanical systems.

Conduct and train staff on monthly preventative maintenance inspection for REAC and Risk management purpose in order to raise REAC scores. Responsible for making sure the staff obtains the REAC benchmark.

Responsible for generating work orders and tracking inventory used in completion of work orders. Responsible for monitoring open work orders ensuring that all work orders are accounted for. Responsible for purchasing, inventory and preparing annual inventory reports. Responsible for making sure that the staff meets the benchmarks set for emergency / non-emergency work orders.

Conduct unit inspection for needed maintenance, turnover expense, housekeeping, and pest control. Schedule maintenance staff daily to ensure work load in staff is completed to ensure that the staff goals are met.

Monitor maintenance expenses in staff in order to stay within budget and assist with monthly variance reports. Repair and/or replace plumbing fixtures including water heaters. Repair interior

electrical systems including replacement of switches, outlets, wall plates, fuses, breakers, and etc. Repairs and/or replace doors windows, locks, floor tiles, door and window frames, window screens, shelving, cabinets, counter tops, etc. Repair interior and exterior structural damage (i.e., holes in walls, ceilings, damage floors, cracked foundation, missing roof shingles, siding, etc.) Unplug plumbing fixtures, interior drains and main sewer lines. Repair and perform Preventive Maintenance (PM) to MHA – furnished appliances (ranges and refrigerators) and equipment (furnaces and air conditioners). Instruct residents in proper care and use of equipment.

Monitor maintenance and repair of vehicles assigned to staff.

Must be familiar with Uniform Physical Conditions Standards (UPCS) and ensure property is maintained in accordance with those standards.

Ensure that the property grounds are clean and kept free of debris and litter.

Assist with snow removal at properties assigned to staff.

Any other functions that may be asked upon.

ESSENTIAL JOB REQUIREMENTS AND QUALIFICATIONS:

1. Ability to operate various forms of mechanical equipment including hand tools, power tools, trucks, plows, snow blowers, sand- and salt-spreaders, and similar equipment safely.
2. Ability to analyze equipment failures and breakages and to formulate and carry out repair procedures.
3. Ability to communicate clearly and accurately, both orally and in writing, with colleagues and supervisors, and with public housing tenants, including tenants with both physical and emotional disabilities.
4. A High School diploma or the equivalent is required.
5. Ability to follow and implement MHA maintenance policies and procedures and to complete routine tasks with minimal supervision.
6. Ability to prioritize responsibilities under pressure and to carry out job functions in a timely and effective manner.
7. Ability to prioritize workload.
8. Physical: the Maintainer I must lift, carry, push and pull heavy equipment, furniture, and supplies; maneuver on and about Authority facilities and upon the grounds; drive trucks and trucks equipped with plows; and manipulate hand tools and power tools safely and effectively.
9. Personal: the Maintainer I must work effectively with other Authority personnel in a cooperative manner aimed at completing tasks quickly and efficiently.
10. Driver's license: A valid driver's license is required

All Manchester Housing Authority job applicants must be prepared to undergo a criminal background check and testing for the use of unlawful drugs prior to and after employment.

Disclaimer: This job description is intended to describe the general nature and level of the work being performed and is not an exhaustive list of all duties and responsibilities. In addition, MHA management reserves the right to amend and change responsibilities and lines of reporting to meet business and organizational needs as necessary.